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Copy 4 of 5

10 November 1955

SPECIAL INSTRUCTIONS FOR THE SATURDAY STAFF DUTY OFFICER

1. Tour of Duty: Saturday duty for a Staff Duty Officer, secretary, and courier (per schedule established by Admin. Memo. No. 21) will begin at 0900, terminating at 1300. The Duty Staff will locate themselves in Wing A (2000) of Quarters Eye.

2. Cable Deliveries: A cable delivery will be made by the Signal Center at 1030 each Saturday to Room 2025 Quarters Eye. Should there be outgoing cables, the duty courier will hand carry them to Room 1203 L Building sealed in an envelope and addressed to "Chief, Signal Center - EYES ONLY". The Signal Center telephone number is [redacted]. Refer to Admin. Memo. No. 5 (herein attached) for cable procedure and distribution. Copy number four (4) of incoming cables should be delivered by the duty courier to the Project Director. The remaining copies should be logged in and placed in the Log Book for delivery to the Project Director of Administration's office Monday morning.

3. Action Officers: Should cables or other communications require action, the Duty Officer should contact the appropriate individual:

Administrative: Mr. James A. Cunningham, Jr. [redacted]

(Personnel): [redacted]

(Finance): [redacted]

Logistics: [redacted]

Operations: [redacted]

The Project Director: Mr. Richard M. Bissell, Jr. WO 6-0596
Deputy Project Director: [redacted] JA 2-7304

4. Security: The Staff Duty Officer will be responsible for the security of both Wings A and C (2000 and 2200) Quarters Eye, completing a check list as outlined in Admin. Memo. No. 8.

5. Log Book: It will further be the responsibility of the Staff Duty Officer to keep a log of all important telephone calls, messages, and/or correspondence received on Saturday. Both at the beginning and at the end of the tour of duty the Staff Duty Officer should telephone the Project Director's office.

ADM:rs (10 November 1955)

Distribution:

0 - Staff Duty File 2 - Signal Center 3 - Admin 4 - Chron 5 - Reading

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